



## INVITATION TO BID # 518

Luzerne County Community College wishes to solicit bids for the work listed below. Bids must be received in the College's Purchasing Department (Building #5, Room 513) by Noon on Tuesday, May 27, 2025.

Luzerne County Community College reserves the right to waive any informalities, irregularities, defects, errors or omissions in, or to reject any or all proposals or parts thereof.

Under the Right to Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

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### BID # 518

#### Furniture Replacement – Main Campus

**\*\*PARTIAL BIDS WILL BE CONSIDERED\*\***

Vendor is responsible for delivery/assembly/installation.

Please see page 2 for list of furniture to be provided.

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Company Name \_\_\_\_\_

Address: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

Type of Furniture	Detail	Color/ Finish	Quantity of Furniture	Location - Building 5; SHINE Building 12	Unit Price	Total Price
2 drawer lateral file	Item #: PL112CG	36" Width Coastal Gray Finish	15	AA, IEP, FIN		
4 drawer lateral file	SKU: OS-PL184CG	35.5" x 54.5" Coastal gray Finish	5	AA and IEP		
guest chair	Item #: 2708F9106	black / black	14	AA, IEP, FIN		
bookcase	Item #: PL156CG w door kit	72" Tall Coastal Gray Finish	20	AA, IEP, FIN		
clerical desk	Item#: Typical Os36 [1 with transaction top; 10 w/o transaction top]	Coastal Gray Finish. 77" W x 77" D x 42" H.	11	AA, IEP, FIN		
center desk drawer	CDR1BK	Black Center Drawer	14	AA, IEP, FIN		
desk chair	Item #: 70101	Black. Polyurethane & Recycled Leather.	21	AA, IEP, FIN, SHINE		
whiteboard	Quartet Standard whiteboard - 72 in x 48 in	dry erase whiteboard with silver frame	2	VPIEP, MV/CO		
executive desk	Item#: Typical Os127	Coastal Gray Finish. 71" W x 83" D x 65.5" H.	3	AA and IEP		
club chair	Sit On It Seating Composium Sharp Club Chair; Square Back; Full Valance; Wood Tapered Feet - Amber Mahogany; Vinyl/PU/Silicone; Healthier Hospitals Initiative Compliant; Fully Assembled	Grade 3; OPTIMA - Lapis	4	VPAA ofc, AA		
occasional table	Mezzanine Occasional Table; 24" square; square edge; wood square taper legs	Amber Mahogany; 24" square; 18" high	2	VPAA ofc, AA		
conference table	96" x 48" conference table	Coastal Gray Finish top [Driftwood top also acceptable]; Black base	1	VPAA ofc		
conference chair	HON2091SR11T HON COMPANY	black	16	VPAA ofc; Dean of Curriculum ofc		
conference table	Item#: 38002	Coastal Gray Finish top [Driftwood top also acceptable]; Black base	1	AA		
2 door storage	PL113CG	2 door cabinet	9	AA and IEP		
Printer Stand	FC2020-BK	Printer Stand	1	IEP		
administrator desk	Item #: PL103CG & PL166CG	Coastal Gray Finish. Box/Box/File Pedestal	2	AA		
round table	48" Round Standard Height Table	Coastal Gray top with Black Metal base	3	AVPAA, AA, IEP		
round table	60" Round Standard Height Table	Coastal Gray top with Black Metal base	1	EMSS		
rolling chairs - carpet casters	KI-SLNAPC	Seminar Chairs w Casters; Chrome Frame; Black Poly Shell; Carpet casters	12	AVPAA, AA, EMSS		
				Delivery/Assembly/Installation Costs:		
					COST ESTIMATE:	

**LUZERNE COUNTY COMMUNITY COLLEGE GENERAL CONDITIONS OF BID for NON-CONSTRUCTION**

In addition to the enclosed material specifications, Luzerne County Community College (LCCC) requires all Bidders to comply with the following:

1. Bids must be sent by Certified Mail, return receipt requested, by shipping company that tracks delivery, or delivered personally to the Purchasing Department and **clearly identified as a bid, including the Bid Number**. Bids must be **sealed** and submitted on the enclosed "Invitation To Bid". Send bids to:

**PURCHASING DEPARTMENT  
LUZERNE COUNTY COMMUNITY COLLEGE  
521 TRAILBLAZER DRIVE  
NANTICOKE PA 18634-3899**

2. Bids must be received prior to the bid opening stated on the "Invitation to Bid". The bids will be publicly opened and read aloud at that time. Bids received after that date and time will not be accepted. All Bidders are invited to attend bid openings in person.

3. A **CERTIFIED CHECK, CASHIER'S CHECK, BANK CHECK, MONEY ORDER, OR BID BOND** payable to LCCC, in the amount of ten percent (10%) of the total bid price must accompany each bid. In the event any Bidder shall upon award of the bid, fail to comply with the conditions guaranteeing the performance of the bid, such certified check or bid bond shall be forfeited to LCCC.

4. **NO TAX** should be included in the bid price, as LCCC is tax exempt.

5. Quality of goods and specifications must be acceptable to LCCC. **Equivalent** items will be considered UNLESS "No Substitutions" is listed on the Invitation to Bid. However, where substitutes are submitted, the Bidder shall so **indicate in its bid and furnish literature and specifications for the substitute items. Proof of equivalency is the responsibility of the Bidder**. If requested by LCCC, samples of equivalent items must be furnished to LCCC for evaluation. All samples must be supplied and returned at the Bidder's expense.

6. Bidders are requested to submit a bid on all items. A partial bid is acceptable unless "Partial bids will not be accepted" is specifically stated on the Invitation to Bid.

7. Bid prices shall **INCLUDE all SHIPPING AND HANDLING** fees. Delivery, assembly, and installation must apply to all items. Items must be shipped prepaid, FOB, Luzerne County Community College, 521 TRAILBLAZER DRIVE, NANTICOKE, PA 18634.

8. Delivery shall be completed no later than **as listed in the specifications, and if not listed in the specifications, then no later than 30 days after the Purchase Order date.**

9. Questions concerning the material specifications, bid documents or interpretations of plans should be directed to: Natalie Staron, Vice President of Operations & Facilities Management, who may be contacted in writing via email at [nstaron@luzerne.edu](mailto:nstaron@luzerne.edu) or by calling 570-740-0353 no later than **Friday, May 23, 2025**.

10. LCCC reserves the right to reject any or all bids or select a single item; LCCC reserves the right to waive defects in the bidding process.

11. LCCC will award the bid to the lowest responsible Bidder. Responsible Bidder is defined as "in the reasonable discretion of the College based upon considerations to include promptness, faithfulness and the capacity and ability to do the work according to plans and specifications, measured by, among other things, the quality of previous work, record of completing projects on time, history of payments to subcontractors and suppliers, maintenance of permanent place of business, adequacy of equipment and plant to do the work, technical experience and whether the Bidder has a solid financial basis to guarantee contract completion."

Questions concerning any requirements of a bid may be directed to Len Olzinski, Director of Purchasing, at (570) 740-0370.

## **INVITATION TO BID**

### **Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC")**

Each owner/operator/individual/officer submitting a bid or for whom a bid is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the bid to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the bid. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative bid, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

For a complete copy of LCCC's Title IX Policy and LCCC's Nondiscrimination Policy, please go to <https://luzerne.edu/about/titleix>.

## Statement of No Bid Submittal

If your company does not intend on submitting a Bid, please complete and return this form prior to the date shown for receipt of Bid to the following:

Bid # 518

Luzerne County Community College

521 Trailblazer Drive

Nanticoke, PA 18634

Attn: Len Olzinski

[lolzinski@luzerne.edu](mailto:lolzinski@luzerne.edu)

We, the undersigned have declined to propose on the above referenced Bid for the following reasons:

- ☐ Scope of Work or Terms and Conditions are too "restrictive." (Please explain below)
- ☐ Unable to meet requirements
- ☐ Bid was unclear (Please explain below)
- ☐ Insufficient time to respond
- ☐ We do not offer this type of service or equivalent
- ☐ Current workload would not permit us to perform
- ☐ Unable to meet insurance requirements
- ☐ Other (Please explain below)

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Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Subject: PA Act 153 - Background Clearance Requirement**

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014, and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Luzerne County Community College to perform the work awarded. If you are unable obtain these state required background checks, you will be ineligible to perform work at the College.

Below are the following required clearances, instructions to obtain them, and estimated costs associated.

1. **Act 34 - PA Criminal Background** (On-line)

Results are usually instantaneous. Make sure you hit “yes” to get a copy.

Provide copy to the Human Resources Office

<https://epatch.state.pa.us/>

Cost \$22

2. **Act 151 - PA Child Abuse History** (On-line)

Results are mailed or can be viewed and printed at the website.

Provide the original clearance document to the Human Resources Office.

**Attached for your reference is a file which contains directions on navigating through the website.**

Google Chrome - <https://www.compass.state.pa.us/cwis>

Cost \$13

3. **Act 114 - FBI Fingerprinting - IdentoGO** (On-line)

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756. Submit your registration number to the Human Resources Office.

<https://www.identogo.com/locations/pennsylvania>

Estimated cost - \$25.25

**SEE NEXT PAGE FOR ACKNOWLEDGEMENT OF CLEARANCE SIGNATURE PAGE**

ACKNOWLEDGEMENT OF CLEARANCES

Independent Contractor Name: \_\_\_\_\_

Address : \_\_\_\_\_

City, State, ZIP : \_\_\_\_\_

Phone # : \_\_\_\_\_

Fax # : \_\_\_\_\_

Please sign and date that you understand the enclosed letter and hold a clear background check in accordance with the law for yourself and/or each employee/representative of your organization that interacts with students/minors or comes to the College Campus (es) including our dedicated centers. Please return this Acknowledgement of Clearances form with your signed Agreement for Services.

The College will keep this form on file. You may be requested at any time to provide proof of clearances for each employee/representative on the College campus or who interacts with students/minors.

Authorized Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Printed Name/ Title

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